

PLAS Administrator Duties - Common:

1. Interpret or obtain interpretation of process and program code applications for users.
2. Answer questions or direct inquiries to the proper source as they relate to PLAS for: the Performance Plan, Unit Cost, ATAAPS, DCARRS, "One Book," budget matters, and cost codes.
3. Create local program codes and review them for duplication and conflict.
4. Hide unused program codes.
5. Create local screens for collecting unit counts that are properly defined. Coordinate unit count definitions with the District Plans and Resource Management staff.
6. Assist the Unit Cost Administrator in reconciling PLAS data and run extracts of PLAS data in support of Unit Cost reports.
7. Run recurring and special PLAS based reports using the PLAS Reports utility as well as other tools such as PowerPlay and Impromptu.
8. Analyze PLAS data and highlight trends and problem areas by teams to management . . . be proactive
9. Check PLAS reports for reporting consistency and logic and initiate corrective action as necessary.
10. Explain Error Messages and Help Screens to users; obtain definitions of unique messages or elements from the PLAS Office.
11. Reset user passwords.
12. Identify need for new and revised PLAS policies and convey recommendations to the PLAS Office.
13. Notify users and the PLAS Office immediately of operating errors and other system problems.

14. Check to be certain that employees are not performing unauthorized future reporting and take appropriate follow-up action.
15. Coordinate system updates and fixes with LAN Administrators.

PLAS Administrator Duties - District Level:

1. Provide advice on PLAS changes and insure that the latest PLAS Release software is installed at all CAOs.
2. Generate monthly and special PLAS usage reports for all organization levels.
3. Coordinate the solution of District-wide PLAS problems with the PLAS Office.
4. Recommend specific PLAS improvements to the PLAS Office.
5. Train CAO PLAS Administrators on all facets of PLAS.
6. Train new District employees on how to use PLAS, train all District employees on new PLAS releases, and provide necessary “refresher” training.

PLAS Administrator Duties - CAO Level:

1. Activate, deactivate and correct CAO employee records.
2. Advise local users on PLAS changes and arrange for the installation of new PLAS software.
3. Train new CAO employees on how to use PLAS, train all CAO employees on new PLAS releases and provide necessary “refresher” training.
4. Grant PLAS supervisory and timekeeper “privileges” to appropriate PLAS users.

5. Obtain answers to users' PLAS questions from the District PLAS Administrator or from the PLAS Office.
6. Recommend specific PLAS improvements to the District PLAS Administrator or to the PLAS Office.

An Observation:

There is a natural affinity between PLAS and Budget/Performance Plan*One Book*Unit Cost*Cost Code type activities.

If you are not the person for each of these, be sure to coordinate with those who are!

The way we see it ~

The PLAS Administrator's role is part Technician and part Analyst

That means ~

- Training users beyond “how to” use PLAS
- Training aimed at making PLAS data more accurate
- Providing data for review by management & teams - not waiting to be asked
- Detect data problems & fix - [difficult since they are structured differently]